

## **INVESTIGATOR (DISTRICT ATTORNEY)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is specialized work in the Office of the District Attorney involving responsibility for investigating crimes, interviewing witnesses, gathering evidence, presenting findings and recommendations and other crime detection duties in connection with criminal proceedings. This position is designated as a Police Officer pursuant to Section 1.20, Subsection 34 of the New York State Criminal Procedure Law. An incumbent in this class may specialize in activities relating to the development and prosecution of certain types of crimes, such as drug-related cases. Work is performed under prescribed practices and procedures in the office, but some leeway is allowed to adapt investigations to the specific needs of a case. Supervision is received from the Chief Investigator (District Attorney). Guidance and direction on a specific case is received from the attorney assigned to the case. Supervision is not a normal function of this position. Evening work and other than normal work schedule can be expected in this position.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Conducts investigations of crimes to determine the facts surrounding each case;
2. Interviews witnesses and takes written statements;
3. Maintains all records and documentation on investigations and prepares summaries or reports on results;
4. Assists attorneys in the preparation for and trial of criminal cases;
5. Serves legal papers, including subpoenas and court orders;
6. Maintains confidentiality of records and information related to cases and investigations;
7. Acts as liaison officer and coordinates investigations between the District Attorney's office and the various municipal police agencies;
8. Conducts visual and electronic surveillance as necessary;
9. May arrest persons suspected of committing a crime or about to commit a crime;
10. Attends training sessions on changes in law, modern investigation techniques, criminal forensics and other matters;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of techniques and procedures in conducting criminal investigations; good knowledge of laws governing arrests, rules of evidence and court procedures; good knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form; good knowledge of investigative interviewing techniques; skill in conducting criminal investigations including search warrants, arrest warrants and wire-tap orders; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to communicate effectively, both orally and in writing; ability to establish cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants; ability to coordinate investigations among law enforcement officers from various municipal agencies; ability to operate a computer; ability to remain calm and act effectively in tense and potentially dangerous situations; keenness of observation; integrity; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

## **INVESTIGATOR (DISTRICT ATTORNEY) (Cont'd)**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:        (A)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time work experience as a sworn member of a local, state, federal or military law enforcement agency, or a private agency, and which primarily involved the conduct of all aspects of criminal investigations.
- OR:             (B)     Six (6) years of experience as described in (A) above;
- OR:             (C)     An equivalent combination of training and experience as described within the limits of (A) and (B) above.

**NOTE:** College education may be substituted for the required work experience in (B) above on a year-for-year basis (30 credits equal to one year) up to a maximum of three (3) years.

Candidates must show that the qualifying work experience conducting criminal investigations involved the full range of criminal investigative activities and that this experience comprised more than 50% of the normal work week. Additionally, qualifying work experience must have been obtained within the ten (10) years immediately preceding the date of application. Experience as a security officer, security guard or private investigator dealing primarily with civil investigations will not qualify.

### **SPECIAL REQUIREMENT:**

1.        Candidates must have successfully completed the New York State Municipal Police Training Council Basic Course for Police Officers, or possess equivalent certification, pursuant to section 209-q of the General Municipal Law.
2.        Must maintain certification in the use of firearms to maintain position.
3.        Possession of a New York State driver license at time of appointment and to maintain position.

PS9205

ADOPTED:    10/19/87

REVISED:    04/09/96

04/25/07